

Franklin College FMLA Checklist for Faculty & Department Heads

Faculty and Department Heads may wish to contact Dr. Kecia Thomas regarding FMLA leave plans, work scheduling options, and teaching replacements for leave that will extend over four weeks that may be available in the Franklin College (ktthomas@uga.edu or 706 542-1561).

The faculty member and the department head prepare the FMLA paperwork. UGA website for Family & Medical Leave Act (FMLA): <http://www.hr.uga.edu/family-medical-leave-act-fmla>. Franklin College FMLA Guidelines: <http://www.franklin.uga.edu/content/faculty-medical-leave-guidelines>.

A. Faculty member prepares and submits to the department head:

- [Family & Medical Leave request form](#)
- [Health Care Provider Form](#) (not required for pregnancy)

B. Department head prepares:

- A letter or email to the Dean's Office to accompany the FMLA request that includes:
 - ♦ How the faculty member will be paid (or time without pay) during the leave
 - ♦ How the department will cover the faculty member's duties during the leave and the duties impacted by the leave. If the leave extends over 4 weeks the department head may wish to contact Kecia Thomas and discuss if funds to cover replacement teaching might be available through the college
- Approves and signs the FMLA request form
- Completes [Departmental Response Form](#) and gives copy to employee
- Reviews Health Care Provider Form (not required for pregnancy)
- Submits all paperwork to Sherry Gray (swgray@uga.edu) in one pdf in this order:
 - FMLA request form
 - Departmental response form
 - Health care provider form
 - Label pdf: last_name_first_name_FMLA

C. Dean's Office:

- Approves the FMLA leave request form by signing below department head approval
- Returns approved pdf back to department. The department is responsible for tracking leave and keeping all records on file. This is especially important if the faculty member is without leave
- Dean's Office sends a copy of the FMLA and the departmental response to Faculty Affairs
- Dean's Office sends a copy of leave requests to the FC Budget Office. The faculty member and the department must contact Human Resources to discuss any benefits issues – payments for health insurance if required, life insurance, etc. (contact person in Human Resources for benefits is: Sarah Weir – weirsl01@uga.edu or 706 583-0235)

*Faculty do not request leave without pay from Faculty Affairs while on FMLA leave. Contact the Office of Faculty Affairs if a faculty member serving under annual contract requests use of leave beyond 3 months. (<http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-12-2-leave-for-other-reasons>)